



HOWARD COUNTY, MARYLAND
OFFICE OF PURCHASING
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ADDENDUM NO. 1

October 3, 2016

Request for Proposal No. 05-2017
Financial Advisory Services
Revised Opening Date: October 19, 2016 at 11:00 a.m.

This addendum is hereby made a part of this **Request for Proposal No. 05-2017**. Please note the following changes and questions received and submit the proposal accordingly.

Changes:

1. The opening date has been changed from October 5, 2016 to October 19, 2016.
2. Refer to RFP Pages 22 & 23, Section F, Price Proposal Cover Page. **Replace** original Price Proposal Page with the attached **REVISED** Price Proposal Pages. Only **Revised** Price Proposal Pages shall be accepted. RFP responses with the original Price Proposal Page shall be considered unresponsive.

Questions:

1. If a firm submits for one of the service areas requested in Section 2 Statement of Work, does the County intend to create a “pool” of financial advisors that will be eligible for separate Task Orders or a contract for a specific scope of work e.g. for a specific project?
Answer: The County intends to select no more than one financial advisor for each of the four categories listed on the price page, Section F.
2. Evaluation of Offers; is there specific weighting for the 12.2 Evaluation Criteria? If so, can this be shared with us?
Answer: The evaluation criteria are listed in order of importance. Specific weighting for the evaluation criteria is not available.
3. 12.2.4: “Identified risks associated with this project”, please clarify the definition of “this project”, clarify if it is for the general financial advisory services or specific to a project.
Answer: Identified risks related to each of the types of financial advising listed in Section F.
4. Item # 12.2.4: Clarify the definition of a “local business”.
Answer: A local business is a business that maintains its principal place of business in Howard County, Maryland.

5. Will it be necessary to submit sub-consultants insurance certificates, if selected?

Answer: Please refer to item no. 10.4. "The Contractor shall assure that all subcontractors or independent contractors performing services in accordance with this solicitation carry identical insurance coverage as required of the Contractor..."

6. Procurement cards: what is required to accept payment by this method; what are the fees to do so?

Answer: Procurement cards are another name for credit cards issued by governmental entities, Howard County does not charge fees for this.

7. Can you provide an indication of the current roles of the personnel who will evaluate the proposals?

Answer: The evaluation committee will consist of personnel from the budget and finance offices.

8. What other financial/investment advisors are currently under contract with the County? Who are the contracted parties, what is the scope of those contracts, and when do those contracts expire? If they are still active, how will those contracts fit with this solicitation?

Answer: Currently, MuniCap is the only financial advisor under contract providing financial advisory services related to tax increment financing (TIF). The current RFP does not include financial advisor services related to TIF.

9. What commencement date does the County intend to start work under this contract?

Answer: Per Section D, Item 6, the work would begin on or about November 1, 2016.

10. Should the hourly rates include expenses such as travel etc. or will those expenses be reimbursed separately?

Answer: Yes, the hourly rates should include all expenses.

11. Paragraph 4.1: can we assume that the word "owner" can apply to the company's management and/or personnel?

Answer: The word "owner" would also include management of the firm.

Please acknowledge addenda by signing below and returning with your bid. Failure to acknowledge this addendum may be cause for rejection of your bid.

ADDENDUM RECEIVED BY:

Company Name

Signature

Title

EHB

SECTION F

REVISED PRICE PROPOSAL COVER PAGE
(Submit with the Price Proposal)

COMPANY NAME: _____

TITLE: Financial Advisory Services.

NIGP CODE/PRODUCT CODE: 946-48 Financial Services, Financial Advisor

Item 1: GENERAL OBLIGATION BONDS:

Hourly Rates for All Staffing Levels (Hourly rates shall be fully burdened to include all expenses)
(Fill In Proposed Staff Levels):

1.1 _____	\$ _____
1.2. _____	\$ _____
1.3. _____	\$ _____
1.4 _____	\$ _____
1.5 _____	\$ _____

Method of Calculating Total Item Price:

Total of all hourly rates - \$ _____ divided by the number of staff levels = Blended Hourly Rate
Blended hourly rate - \$ _____ times 250 estimated hours annually = Total Item Price

TOTAL ITEM #1 PRICE: \$ _____

Item 2. CAPITAL LEASE FINANCING:

Hourly Rates for All Staffing Levels (Hourly rates shall be fully burdened to include all expenses)
(Fill In Proposed Staff Levels):

2.1 _____	\$ _____
2.2 _____	\$ _____
2.3 _____	\$ _____
2.4 _____	\$ _____
2.5 _____	\$ _____

Method of Calculating Total Item Price:

Total of all hourly rates - \$ _____ divided by the number of staff levels = Blended Hourly Rate
Blended hourly rate - \$ _____ times 250 estimated hours annually = Total Item Price

TOTAL ITEM #2 PRICE: \$ _____

3. PUBLIC/PRIVATE PARTNERSHIPS:

Hourly Rates for All Staffing Levels (Hourly rates shall be fully burdened to include all expenses)
(Fill In Proposed Staff Levels):

3.1 _____	\$ _____
3.2 _____	\$ _____
3.3 _____	\$ _____
3.4 _____	\$ _____
3.5 _____	\$ _____

Method of Calculating Total Item Price:

Total of all hourly rates - \$ _____ divided by the number of staff levels = Blended Hourly Rate
Blended hourly rate - \$ _____ times 250 estimated hours annually = Total Item Price

TOTAL ITEM #3 PRICE: \$ _____

4. CASH FLOW FORECAST AND MODEL

Hourly Rates for All Staffing Levels (Hourly rates shall be fully burdened to include all expenses)
(Fill In Proposed Staff Levels):

4.1 _____	\$ _____
4.2. _____	\$ _____
4.3 _____	\$ _____
4.4 _____	\$ _____
4.5 _____	\$ _____

Method of Calculating Total Item Price:

Total of all hourly rates - \$ _____ divided by the number of staff levels = Blended Hourly Rate
Blended hourly rate - \$ _____ times 250 estimated hours annually = Total Item Price

TOTAL ITEM #4 PRICE: \$ _____

* Please note that prices shall only have **TWO DECIMAL PLACES**. The County's financial system will not allow more than two decimal places, adjust responses accordingly.

INVOICE PROCEDURE FOR SUCCESSFUL CONTRACTORS:

In order to facilitate prompt payment, invoices must contain the above commodity and/or service descriptions and pricing. Invoices failing to contain the required line item detail, including contract line number and unit pricing, may be returned for correction. Please submit a sample invoice with the response.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____